

## SIGN PERMIT REQUIREMENTS

The following information must be submitted to the Building Department before a sign permit can be processed and approved.

- 1. Sign Permit Application Form.**
- 2. Survey or Site Plan [two copies].**
- 3. Sign copy [two sets].**
- 4. Miscellaneous as required.**

A more detailed description of items 1-4 is listed below.

After a preliminary review additional information may be required. Allow **7-10** working days for processing.

**1. SIGN PERMIT APPLICATION:** Complete the attached application form.

**2. SURVEY OR SITE PLAN:** Provide a site plan of the property showing all property lines, road right of ways, easements, existing buildings [with dimensions] and project address and lot and block number. Diagram the proposed sign location, dimensions and proposed setbacks from property lines, existing buildings and all topographical features. A registered survey may be required when deemed necessary by the department.

**3. SIGN COPY**

- **Elevation Drawings** of front of the finished sign at the desired location.
- **DRAWING OR CONCEPT RENDERING.**
- **Section Drawings** [side cutaway view] showing the details of the footing, foundation of any freestanding sign; specifications prepared and stamped by a MN licensed engineer

**4. MISCELLANEOUS:**

**General Zoning** requirements must be met, contact a city planner for specific requirements, phone: 895-4409. A zoning permit application is required if a variance, conditional use permit or special evaluation is required.

**Permit fees** will be a cost of \$35.00 per sign. Fees must be paid in full before a permit can be issued or work can begin.

**Electrical wiring** must be inspected and approved by a State Electrical Inspector. To obtain a permit call Dave Holmand, to request an inspection or to answer electrical questions call: at 507-346-7164, call between 7am and 8:30 am, Monday through Friday.

### **GENERAL INFORMATION**

**To schedule** an inspection call **24 hours** in advance at **507-895-4409**, 8a.m. to 5:00 p.m., Monday through Friday.

**Excavations**, prior to excavating call Gopher State One, 48 hours in advance at 1-800-252-1166, to verify the location of underground utilities etc.

**Gas and Electric Utilities**, contact your local utility for specific requirements.

If you have any questions, please contact the **Building Department**, Monday through Friday, 8 a.m. to 5:00 p.m. at **507-895-4409**, or write to, **Paul Kenaga-Building Official, 315 Main Street, City of La Crescent, Minnesota, 55947.**